

1 SEP 1977

The Honorable Walter F. Mondale  
President of the Senate  
Washington, DC 20510

Dear Mr. President:

Pursuant to the Privacy Act of 1974, Public Law 93-579,  
transmitted herewith is a report of the proposed establishment  
of two new record systems. We plan to submit the appropriate  
notifications to the Federal Register on 31 August for public  
comment.

Sincerely,

/s/

Michael J. Malanick  
Acting Deputy Director  
for  
Administration

Enclosure

IPS/DM/cb/29 Aug 77

Orig. - Adse w/encl (2 copies)

- 1 - IPS Chrono w/encl
- 1 - IPS Subject w/encl
- 1 - DDA w/encl
- 1 - AI/DDA w/encl
- 1 - ISAS w/encl

1 SEP 1977

The Honorable Thomas P. O'Neill, Jr.  
The Speaker of the House of Representatives  
Washington, DC 20515

Dear Mr. Speaker:

Pursuant to the Privacy Act of 1974, Public Law 93-579,  
transmitted herewith is a report of the proposed establishment  
of two new record systems. We plan to submit the appropriate  
notifications to the Federal Register on 31 August for public  
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1 SEP 1977

MEMORANDUM FOR: Thomas B. Lance, Director  
Office of Management and Budget  
Washington, DC 20503

ATTENTION : Walter M. Hasse, Deputy  
Associate Director of Information Systems

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Proposed Establishment of Two Record Systems

Pursuant to the Privacy Act of 1974, Public Law 93-579, transmitted herewith is a report of the proposed establishment of two new record systems. We plan to submit the appropriate notifications to the Federal Register on 31 August for public comment.

/s/

Michael J. Malanick

**Attachments**

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1 SEP 1977

MEMORANDUM FOR: David F. Linowes  
Chairman, Privacy Protection  
Study Commission

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Proposed Establishment of Two Record Systems

Pursuant to the Privacy Act of 1974, Public Law 93-579, transmitted herewith is a report of the proposed establishment of two new record systems. We plan to submit the appropriate notifications to the Federal Register on 31 August for public comment.

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Michael J. Malanick

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REPORT OF THE PROPOSED ESTABLISHMENT OF  
TWO NEW RECORD SYSTEMS SUBJECT TO THE PRIVACY ACT

1. In accordance with OMB Circular No. A-108, Transmittal Memorandum No. 1, dated 20 October 1975, the Central Intelligence Agency is submitting herewith a report of two new records systems.

2. Proposed Systems of Records. Two new records systems, Personal and Professional Associates of the Director of Central Intelligence and Supplemental Personnel (Soft) Files (which pertains to personnel assigned to the Intelligence Community Staff), are described below and submitted for your review.

a. System Name: Personal and Professional Associates of the Director of Central Intelligence.

(1) Purpose: The purpose of this system is to insure that information pertaining to professional and personal associates of the Director is maintained in a current manner. Information in this system would be comprised of such items as the position of the associate along with his/her home and business addresses and phone numbers.

(2) Authority for Maintenance of the System: Central Intelligence Agency Act of 1949, as amended - Public Law 81-110, and Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

(3) Impact on Privacy Rights: All personally identifiable information is based on professional and private contact the Director has had with the associate and the associate with him. The system will permit immediate retrieval of information consistent with the responsibilities of the Director of Central Intelligence.

(4) System Safeguards: Access is limited to the Director's immediate staff on a need-to-know basis. Hard copy printouts are stored in a vaulted area; the automatic data processing disc pack requires a coded identifier for activation.

(5) Rule Changes: No rule changes are required.

(6) Proposed system notice for publication in the Federal Register is attached (Tab A).

b. System Name: Supplemental Personnel (Soft) Files

(1) Purpose: This system supplements the official personnel file and is used by authorized officials to facilitate and expedite processing or procedural requirements and serves as a management tool for officials in making determinations regarding an employee assignment, promotion, and career development.

(2) Authority for Maintenance of the System: Central Intelligence Agency Act of 1949, as amended - Public Law 81-110, and Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

(3) Impact on Privacy Rights: Personally identifiable information consists of memoranda of discussions and personnel actions to include performance appraisals. Also, information concerning training, special qualifications or restrictions, biographic data and other documentation consistent with the purpose of this system.

(4) System Safeguards: Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

(5) Rule Changes: No rule changes are required.

(6) Proposed system notice for publication in the Federal Register is attached (Tab B).

Michael J. Malanick  
Acting Deputy Director  
for  
Administration

TAB

CIA--60

System name:

Personal and Professional Associates of the Director of Central Intelligence.

System location:

Central Intelligence Agency  
Washington, D.C. 20505

Categories of individuals covered by the system:

Personal and professional associates of the Director of Central Intelligence.

Categories of records in the system:

Home and business addresses; home and business phone numbers; category of association with the DCI (e.g. personal/professional).

Authority for maintenance of the system:

Central Intelligence Agency Act of 1949, as amended - Public Law 81-110. Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of the records maintained in the system, including categories of users and the purposes of such uses:

The system is used by administrative personnel, Office of the Director, to insure that information pertaining to the Director's associates is maintained in a current manner.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy computer print-out and magnetic disc pack.

Retrievability: By name, city, or type of association.

Safeguards: Hard copy computer print-out stored in a vaulted area; access is controlled by the Director's immediate office staff. Automatic data processing disc pack requires coded identifier for activation. Access on a need-to-know basis.

Retention and disposal: The hard copy computer



print-out is stored in the Office of the Director and becomes a part of the Director's personal correspondence/files. This hard copy is replaced as changes occur and the preceding copy destroyed by pulping. Magnetic disc pack is corrected as changes occur and when no longer of use it is erased.

System manager and address:

Executive Assistant to the Director  
Central Intelligence Agency  
Washington, D.C. 20505

Notification procedure:

Individuals seeking to learn if this system of records contains their name and address should direct inquiries to:

Information and Privacy Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures:

Requests from individuals should be addressed as directed in the notification section above.

Contesting record procedures:

The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories:

Selected public by category of relationship with the DCI.

TAB

CIA--61

System name:

Supplemental Personnel (Soft) Files.

System location:

Central Intelligence Agency  
Washington, D.C. 20505

Categories of individuals covered by the system:

Current and former staff or contract employees and detailed personnel.

Categories of records in the system:

Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operations significance, and photographs.

Authority for the maintenance of the system:

National Security Act of 1947, as amended--Public Law 80-253. Central Intelligence Agency Act of 1949, as amended--Public Law 81-110. Section 506(a) Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and purposes of such uses:

Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such

violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage: Paper.

Retrievability: By name.

Safeguards: Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

Retention and disposal: After transfer, resignation or retirement, screen folder immediately transferring items that should be filed in the Official Personnel file, operational items to appropriate operating files, and process the remaining material as follows: Transfer--forward file to gaining office; retirement--hold retirement cases 18 months and destroy; and, resignations--hold resignation cases 1 year and destroy.

System manager and address:

Chief, Support Staff  
Intelligence Community Staff  
Washington, D.C. 20505

Notification procedure:

Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505

Identification requirements are specified in the CIA rules, published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures:

Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures:

The Central Intelligence Agency's regulations for access to individual records, for disputing the

contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories:

Employee  
Career Service Panel  
IC officials.